Disaster Management Training Handbook

Version 6.3

AUDAX AT FIDELIS

QUEENSLAND GOVERNMENT

Queensland Disaster Management Training Framework

Disaster Management Training Handbook

Version 6.3

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Introduction

Disaster management training has been identified nationally as an essential means through which agencies and individuals can develop and maintain their disaster management capabilities and capacity. Training can provide the knowledge, skills and proficiency required across the disaster management phases of prevention, preparedness, response and recovery. Furthermore, training is important in ensuring that all agencies can seamlessly integrate their arrangements and contribute to effective and coordinated disaster operations.

Section 16A(c) of the *Disaster Management Act 2003*, establishes the responsibility to ensure that persons performing functions under the *Disaster Management Act 2003* in relation to disaster operations are appropriately trained.

The Queensland Disaster Management Training Framework outlines the key stakeholders within the disaster management arrangements, core disaster management courses and inductions which are applicable to support the effective performance of each role.

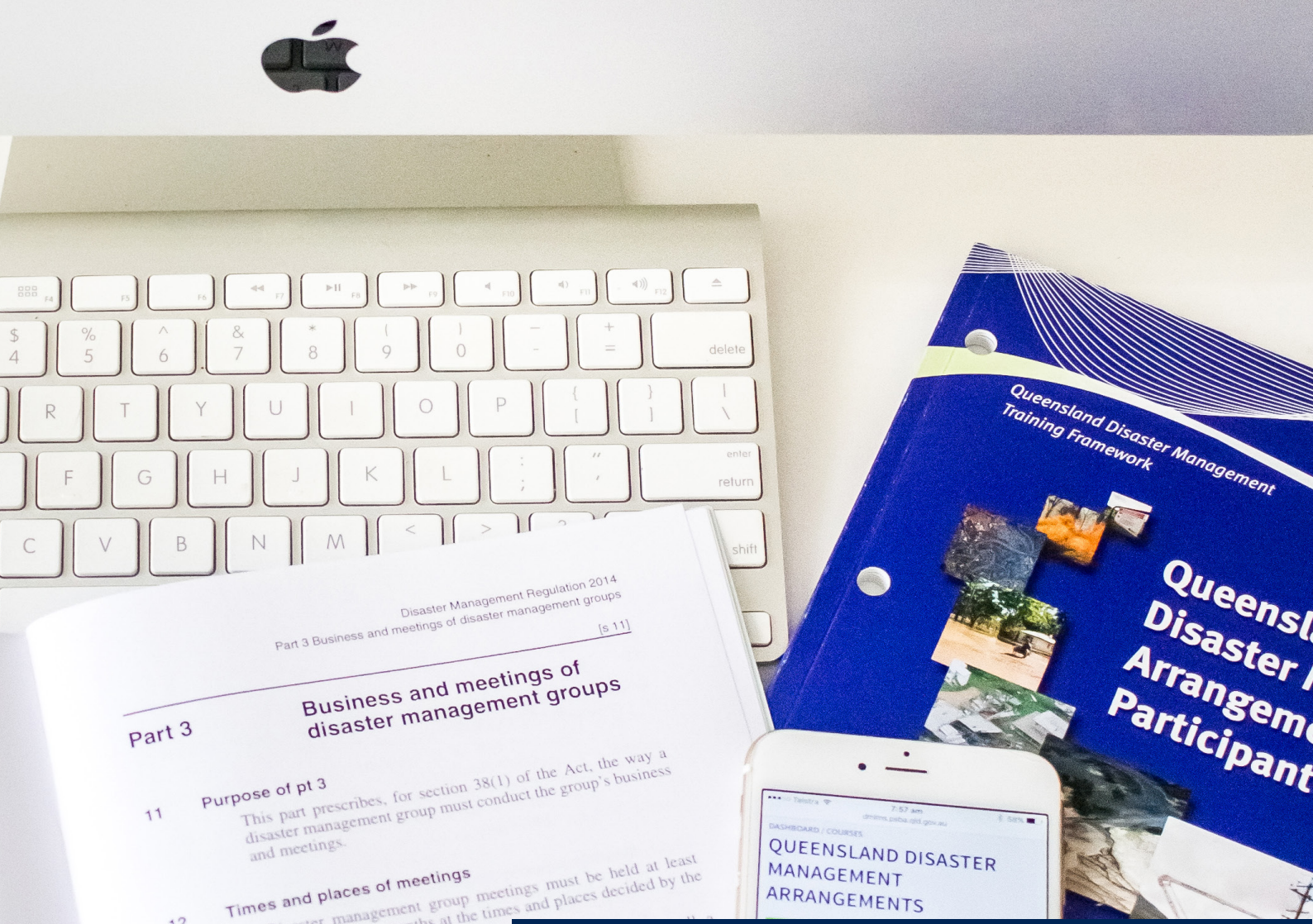
Acknowledgement

The Queensland Disaster Management Training Framework is developed and reviewed in consultation with disaster management stakeholders from local government, State government agencies, and non-government organisations. The contribution of these individuals and the support of their agencies is appreciated.

Authorisation

This handbook has been developed to support the Queensland Disaster Management Training Framework in accordance with s.16A(c) of the *Disaster Management Act 2003*. It includes the Framework, detailed information on supporting training policy, application of the Framework, training delivery methodologies, stakeholder training requirements, and course and induction overviews.

This handbook is an authorised, version-controlled document, developed for the use of Queensland disaster management stakeholders. Written feedback about this handbook is welcomed and can be emailed to – **DMTraining.Feedback@police.qld.gov.au**



Queensland Disaster Management Training Framework

Queensland Disaster Management Training Framework

Queensland Government

Version 6.1

In accordance with s.16A(c) of the *Disaster Management Act 2003*, the Queensland Disaster Management Training Framework outlines training to be undertaken by Queensland disaster management stakeholders to support the effective performance of each identified key role.

Officers appointed as deputies to a key stakeholder role are also required to undertake the appropriate identified learning pathway.

Where an officer has the potential to perform a number of roles, the officer should ensure they undertake the learning pathways for all roles.

Stakeholders are also encouraged to undertake further elective courses or modules in addition to those outlined on their learning pathway.

It is acknowledged that there are other stakeholders beyond those listed. Training is available to all stakeholders with a role in the Queensland disaster management arrangements.

Learning pathway coding:
M Mandatory **NB** Needs Based **A** Applicable Sub Module

		STAKEHOLDERS																				
		Local							District					State								
		Local Disaster Coordinator	Local Disaster Management Group Chair	Local Disaster Management Group Member	Local Recovery Coordinator	Local Recovery Group Member	Local Disaster Coordination Centre Staff	Local Disaster Coordination Centre Liaison Officer	District Disaster Coordinator/District Disaster Management Group Chair	District Disaster Management Group Executive Officer	District Disaster Management Group Member	District Disaster Coordination Centre Staff	District Disaster Coordination Centre Liaison Officer	State Disaster Coordinator	Queensland Disaster Management Committee Chair	Queensland Disaster Management Committee Member	State Recovery Coordinator	Functional Recovery Group(s) Member	State Disaster Coordination Centre Staff	State Disaster Coordination Centre Agency Representative	State Disaster Coordination Group Member	Office of the Inspector-General of Emergency Management
Queensland Disaster Management Arrangements		M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
Business Continuity Planning																						
Module 1	Introduction to Business Continuity Planning	NB	NB	NB	NB	NB			NB	M	NB			NB				NB				NB
Disaster Management Planning																						
Module 1	Introduction to Disaster Management Planning	M	NB	M	M	NB			M	M	M			NB					NB		NB	NB
Emergency Risk Management																						
Module 1	Introduction to Emergency Risk Management	M	NB	NB	NB	NB			M	M	NB			NB				NB				NB
Exercise Management																						
Module 1	Introduction to Exercise Management	NB	NB	NB	NB	NB	NB	NB	NB	M	NB	NB	NB	NB					NB	NB	NB	NB
Lessons Management																						
Module 1	Introduction to Lessons Management	M	NB	NB	M	NB	NB	NB	M	M	NB	NB	NB	NB			NB	NB	NB	NB	NB	NB
Community Engagement																						
Module 1	Introduction to Community Engagement	NB	NB	NB	NB	NB			NB	M				NB			NB	NB				NB
Warnings and Alerts																						
Module 1	Introduction to Warnings and Alerts	M	NB	NB			NB	NB	M	M	NB	NB	NB	NB					NB			NB
Module 2	Working with Emergency Alert	NB					NB		NB	M		NB										
Cyclone Shelter Management																						
Module 1	Introduction to Cyclone Shelter Management	NB	NB	NB			NB		NB	M				NB								NB
Module 2	Working in a Cyclone Shelter									NB												
Module 3	Managing a Cyclone Shelter									NB												
Disaster Coordination Centre																						
Module 1	Introduction to Disaster Coordination Centres	M	NB	NB	NB		M	M	NB	M		M	M	NB					M	M		NB
Module 2	Disaster Coordination Centre Functions	NB					MA	NB	NB	M		MA	NB						MA	NB		
Module 3	Managing a Disaster Coordination Centre	NB					NB		NB	M		NB							NB			
Module 4	Briefing and Debriefing	NB			NB		NB	NB	NB	M		NB	NB						NB	NB		
Evacuation																						
Module 1	Introduction to Evacuation	M	NB	NB			NB	NB	M	M	NB	NB	NB	NB					NB			NB
Module 2	Evacuation Planning	NB		NB			NB		M	M									NB			
Evacuation Centre Management																						
Module 1	Introduction to Evacuation Centre Management	NB	NB	NB	NB		NB		NB	M				NB								NB
Module 2	Working in an Evacuation Centre				NB					NB												
Module 3	Managing an Evacuation Centre				NB					NB												
Disaster Funding Arrangements																						
Module 1	Introduction to Disaster Funding Arrangements	M	M	NB	M	NB	NB	NB	M	M	NB	NB	NB	NB			M	NB	NB			NB
Module 2	Working with Disaster Funding Arrangements	NB			NB		NB		NB	M		NB							NB			
Resupply																						
Module 1	Introduction to Resupply	NB	NB	NB			NB	NB	NB	M		NB		NB								NB
Module 2	Working in Resupply Operations	NB					NB	NB	NB	M												
Recovery																						
Module 1	Introduction to Recovery	NB	NB	NB	M	M		NB	M	M	NB		NB	NB			M	M				NB
Module 2	Working in Recovery	NB			M	M			NB	M	NB							NB				
Operational Leadership and Crisis Management #																						
Inductions																						
Group / Committee Member Inductions			M	M						M	M				M	M					M	
Disaster / Recovery Coordinator Inductions		M			M				M					M			M					

Masterclass offerings provided periodically within the theme of Operational Leadership and Crisis Management

The companion document to this Framework is the Disaster Management Training Handbook which provides detailed information on supporting training policy, application of the Framework, training delivery methodologies, training requirements for stakeholders, and course and induction overviews. The Disaster Management Training Handbook is available at **www.disaster.qld.gov.au**

This Framework is supported by the Disaster Management Learning Management System which provides access to online courses, training resources, training records, and transcripts and completion certificates. Access is available to disaster management stakeholders at **www.disaster.qld.gov.au/dmlmsqld**

All Queensland Disaster Management Training Framework courses are available for face-to-face delivery. For further information on disaster management training contact Queensland Police Service via your local Emergency Management Coordinator or Emergency Management Training at **DMTraining.Feedback@police.qld.gov.au**

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Queensland Disaster Management Training Framework

Disaster management training is one of the activities undertaken to maintain or enhance the Queensland disaster management arrangements. Section 16A(c) of the *Disaster Management Act 2003,* provides the legislative requirement for those involved in disaster operations to be appropriately trained. Disaster management training is also identified in the key outcomes of the capability integration component of the Standard for Disaster Management in Queensland.

To support these requirements and outcomes, training for Queensland disaster management stakeholders is undertaken in accordance with the Queensland Disaster Management Training Framework. The Framework outlines the core training courses and inductions relevant to the key disaster management stakeholders to support the effective performance of their role. The Framework encompasses the disaster management arrangements themselves and the functions and activities that underpin disaster management and disaster operations in Queensland.

The main principle of the Framework is to provide a standard foundation level of knowledge and understanding for disaster management stakeholders. This core level of training applied consistently across all agencies enables and supports interoperability.

It is acknowledged that some agencies may supplement Queensland Disaster Management Training Framework programs with additional agency-specific training to support further detailed knowledge and understanding of the agency's disaster management roles, responsibilities and functions.

The Queensland Disaster Management Training Framework is one of the few training frameworks that exists within the disaster management sector in Australia, and also internationally.

Learning Pathways

The learning pathways for key stakeholders on the Queensland Disaster Management Training Framework outline the training required to support the performance of stakeholder functions and responsibilities. Stakeholders are also encouraged to undertake further elective courses or modules in addition to those outlined in their learning pathway.

The designated courses, modules and inductions for each learning pathway are coded as either Mandatory (M); Needs Based (NB); or Applicable Sub-Module (A).

M – Mandatory

Mandatory coding denotes a course, module or induction that has been deemed an essential requirement for the effective performance of the functions and responsibilities for each identified stakeholder position.

NB – Needs Based

Needs Based coding denotes those courses or modules that are recommended for completion dependent on the specific requirements of each stakeholder position, including, but not limited to, role requirements, location requirements and associated risks.

A training needs analysis for each stakeholder position should be undertaken by the relevant disaster management group or agency to determine which of these identified courses or modules is specifically required. The identified training for each stakeholder position should then be documented in the applicable disaster management plan.

A – Applicable Sub-Module

Applicable Sub-Module relates to the Disaster Coordination Centre course and indicates that the relevant sub-module is deemed an essential requirement for the effective performance of the respective coordination centre function.

Application and Stakeholders

The positions outlined on the Queensland Disaster Management Training Framework are based on the key stakeholders of the Queensland disaster management arrangements, established under the *Disaster Management Act 2003*, the State Disaster Management Plan, Queensland Recovery Plan or disaster management guidelines.

It is acknowledged that there are other stakeholders beyond those listed in the Queensland Disaster Management Training Framework and training is available to all stakeholders with a role in the Queensland disaster management arrangements. Whilst their specific learning pathway is not determined by the Framework, a learning pathway can be designed and documented, as appropriate.

Officers appointed as deputy to positions in the disaster management arrangements are required to undertake the identified training pathway of that position. Where an officer has the potential to perform in a number of roles, the officer should ensure the pathway for each position is undertaken.

Eligibility

To be eligible to access training delivered under the Queensland Disaster Management Training Framework, an individual must be a current disaster management stakeholder with a role or function in the Queensland arrangements. Stakeholders may include officers from local government, State government agencies, Australian government agencies, non-government organisations and volunteer groups.

Responsibility

It is the responsibility of all stakeholders with disaster management roles under the *Disaster Management Act 2003* to undertake the training relevant to their role as outlined in the Queensland Disaster Management Training Framework. It is anticipated that all stakeholders will complete the mandatory courses specific to their role within a twelve-month period of commencement in that role.

Agencies are to ensure they have adequate officers trained to fulfil their required roles and responsibilities within the disaster management arrangements. This should include capability for 24/7 operations during prolonged disaster events and ongoing succession planning.

Competency Maintenance and Transition Periods

Competency gained through the completion of a stakeholder's training requirements under the Queensland Disaster Management Training Framework should be maintained and tested through operational activity and/or participation in disaster management exercises.

Stakeholders are also encouraged to undertake refresher training courses every 1-2 years on a needs basis.

A stakeholder will only be required to undertake a full course or induction again where the course is significantly altered as a result of disaster management legislation or policy changes. In these instances, notification of a significant change to a course or induction will be communicated to stakeholders.

Updates to the Queensland Disaster Management Training Framework are undertaken periodically. Where an update to the Framework amends learning pathways, stakeholders will have a twelve month period to complete any additional training requirements.

Training Delivery

Disaster management courses under the Queensland Disaster Management Training Framework are delivered by approved trainers. Trainers are predominantly Queensland Police Service, Emergency Management Coordinators as officers with relevant disaster management content knowledge, and training and assessment qualifications. Inductions will be delivered by nominated officer/s where relevant to their role and responsibility within the disaster management arrangements. The nominated officer/s with responsibility for the delivery of inductions are outlined in the Induction section of this Handbook.

It is acknowledged that some external agencies may have suitably qualified and knowledgeable officers capable of delivering courses, outlined in the Queensland Disaster Management Training Framework, to their agency's employees. This will primarily be relevant to the Queensland Disaster Management Arrangements course.

A Disaster Management Training Delivery Agreement has been developed to formalise the arrangements and responsibilities in relation to the delivery of disaster management training courses by an external agency.

Disaster Management Learning Management System

The Disaster Management Learning Management System (Disaster Management LMS) enables disaster management stakeholders to complete Queensland Disaster Management Training Framework courses online, enquire about face-to-face workshops, download training resources, access their disaster management training records and transcript, and print completion certificates.

The Disaster Management LMS has been customised with specific learning pathways which reflect the Mandatory training requirements on the Queensland Disaster Management Training Framework and Queensland disaster management stakeholder roles. These customised learning pathways enable individual, group or role training needs analysis.

All disaster management stakeholders are encouraged to register as a user of the Disaster Management LMS. To request access go to www.disaster.qld.gov.au/dmlmsqld, click on *New User Request Form*, complete the required details and submit.

Quality Assurance

Queensland Disaster Management Training Framework programs, including all aspects of development, continuous improvement and delivery, are compliant with disaster management training policy and procedure, developed in accordance with the Vocational Education and Training (VET) Quality Framework. This level of compliance is designed to provide stakeholders with a level of assurance in the governance and quality standards applied to Framework programs and delivery.

Queensland Disaster Management Training Framework curriculum is developed and reviewed to align to Queensland and National disaster management doctrine and is informed through research, lessons identified through reviews and inquiry findings, stakeholder consultation, and participant feedback through evaluations and surveys.

The Queensland Police Service aims to ensure the continuous improvement of the Queensland Disaster Management Training Framework and associated curriculum through a commitment to the ongoing evaluation of training content and delivery.

Consultation and Engagement

To ensure the Queensland Disaster Management Training Framework remains relevant, contemporary and meets stakeholder needs there is an ongoing commitment to consultation and engagement with key disaster management stakeholders.

The continuous improvement of the Queensland Disaster Management Training Framework involves extensive consultation and engagement with stakeholders during Framework reviews and updates, undertaken periodically. To support new course development and the significant review of existing courses, Subject Matter Advisory Groups are formed, comprising stakeholder representatives to ensure training content continues to meet stakeholder and industry needs.

In addition, the Disaster Management Training Engagement Group operates at a strategic level and is designed to provide a forum for key partner agency consultation, engagement, collaboration and knowledge sharing on disaster management training, education and capability development.

Recognised Prior Learning and Advanced Standing

Processes are available to support Recognition of Prior Learning and Advanced Standing for those stakeholders who provide evidence to support existing knowledge and understanding.

For further information or to lodge an application, please contact – **DMTraining.Feedback@police.qld.gov.au**

Alignment with the Standard for Disaster Management in Queensland

The Standard for Disaster Management in Queensland is outcomes focussed and provides the foundation for guiding and supporting the continuous improvement of entities' disaster management programs across all phases of disaster management. It also provides a mechanism to assess the effectiveness of Queensland's disaster management arrangements.

The Standard for Disaster Management in Queensland contains Shared Responsibilities. These are the elements of disaster management that governments, entities and practitioners need to deliver against in order to meet broader community expectations, and represent the key areas to be considered as part of an effective disaster management program.

The Shared Responsibilities are embedded within courses and programs on the Queensland Disaster Management Training Framework.

Further Information

For further information on disaster management training contact the Queensland Police Service via your local Emergency Management Coordinator or Emergency Management Training at – **DMTraining.Feedback@police.qld.gov.au**

Courses

Courses

The courses on the Queensland Disaster Management Training Framework are non-accredited short courses designed specifically to meet the requirements of disaster management stakeholders and the Queensland context.

The Framework courses are available via two key delivery methodologies and are supported through a competency maintenance option.

Face-to-Face Delivery

All courses on the Queensland Disaster Management Training Framework are available for face-to-face delivery.

Face-to-face training remains the preferred method of delivery. Face-to-face training facilitates relationship building, cross-agency integration, and helps build appreciation of the shared responsibility that forms the foundations of effective disaster management.

Online Delivery

A number of courses on the Queensland Disaster Management Training Framework are available as online courses. Online courses are provided as an alternative, flexible delivery option. The availability of a course through an online option will be dependent on the content and suitability for online delivery.

The learning objectives for online courses are consistent across both online and face-to-face delivery methodologies.

Online courses are available to disaster management stakeholders via the Disaster Management LMS at **www.disaster.qld.gov.au/dmlmsqld**

Refresher Programs

Refresher programs are designed as a short presentation of questions, exercises and activities to enable the participant to refresh their knowledge of course content. Refresher programs are provided as a competency maintenance option and should only be undertaken by participants who have previously completed the course.

Refresher programs are available to support a number of courses on the Queensland Disaster Management Training Framework. Refresher programs are available to disaster management stakeholders via the Disaster Management LMS at **www.disaster.qld.gov.au/dmlmsqld**

Course Durations

Please note that the course durations provided in this Handbook relate to face-to-face delivery. Nominated durations are an indication only and may vary according to participant needs.

Due to the self-paced nature of online course delivery, the duration will vary from face-to-face course delivery, as face-to-face training aims to enable contextualisation to audience and additonal time dedicated to participant interaction through discussion and practical activities.

Assessment

There is no formal assessment for courses on the Queensland Disaster Management Training Framework. Participants are required to complete and sign a Disaster Management Training Certification form confirming that they: attended all elements of the course; understand the course objectives; and can apply that knowledge to their role in disaster management.

Course Descriptions

Queensland Disaster Management Arrangements

Course Overview

The aim of this course is to provide participants with knowledge of the Queensland Disaster Management Arrangements.

Course Objectives

On completion of the course, participants should have knowledge of:

- disaster management legislation, doctrine, principles and approaches
- local, district and State disaster management group structures and functions
- prevention, preparedness, response and recovery activities
- disaster declaration arrangements
- disaster funding arrangements.

Prerequisites

There is no prerequisite for this course.

Course Duration

3 hours 15 minutes

Business Continuity Planning

Module 1 - Introduction to Business Continuity Planning

Course Overview

The aim of this module is to provide participants with knowledge of business continuity planning.

Course Objectives

On completion of this module, participants should have knowledge of:

- the principles, framework and guiding documents
- the business continuity planning process
- the communication strategy
- strategies for exercising a Business Continuity Plan
- the linkages/relationship between Business Continuity Planning and Disaster Management Planning.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours 45 minutes

Disaster Management Planning

Module 1 - Introduction to Disaster Management Planning

Course Overview

The aim of this module is to provide participants with knowledge of disaster management planning.

Course Objectives

On completion of this module, participants should have knowledge of:

- the role of disaster management group members in the planning process
- the requirements for plans in accordance with the *Disaster Management Act 2003*
- the types of plans
- how disaster risk management informs the planning process
- the planning process.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours 30 minutes

Emergency Risk Management

Module 1 - Introduction to Emergency Risk Management

Course Overview

The aim of this module is to provide participants with knowledge of emergency risk management.

Course Objectives

On completion of the module, participants should have knowledge of:

- relevant legislation and doctrine
- the Queensland Emergency Risk Management Framework
- the risk management process.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours 45 minutes

Exercise Management

Module 1 - Introduction to Exercise Management

Course Overview

The aim of this module is to provide participants with knowledge of exercise management.

Course Objectives

On completion of this module, participants should have knowledge of:

- relevant legislation and doctrine
- the exercise management model
- the importance of identifying the need, aim and scope of an exercise
- the different types of documentation required for effective exercises, and exercise management
- the four steps of the evaluation process
- the importance of lessons management.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

4 hours

Lessons Management

Module 1 - Introduction to Lessons Management

Course Overview

The aim of this module is to provide participants with knowledge relating to the theory and doctrine of lessons management, including contextualised knowledge of the Queensland Disaster Management Lessons Management Framework.

Course Objectives

On completion of this module, participants should have knowledge of:

- lessons management definitions
- the principles of lessons management
- the lessons management process
- the Queensland Disaster Management Lessons Management Framework.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours 15 minutes

Community Engagement

Module 1 - Introduction to Community Engagement

Course Overview

The aim of this module is to provide participants with knowledge of community engagement.

Course Objectives

On completion of this module, participants should have knowledge of:

- relevant legislation and doctrine
- the principles of community engagement
- the approach to community engagement, including the engagement process
- community engagement review and evaluation.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

3 hours 30 minutes

Warnings and Alerts

Module 1 - Introduction to Warnings and Alerts

Course Overview

The aim of this module is to provide participants with knowledge of warnings and alerts.

Course Objectives

On completion of this module, participants should have knowledge of:

- the purpose, principles and methods of warnings and alerts
- the Standard Emergency Warning Signal (SEWS)
- Emergency Alert (EA).

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours 30 minutes

Module 2 - Working with Emergency Alert

Course Overview

The aim of this module is to provide participants with knowledge and understanding of Emergency Alert.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- Emergency Alert campaign roles and responsibilities
- the process for developing Emergency Alert campaigns
- drafting an Emergency Alert message.

Prerequisites

Queensland Disaster Management Arrangements

Warnings and Alerts Module 1 – Introduction to Warnings and Alerts

Course Duration

3 hours 30 minutes

Cyclone Shelter Management

Module 1 - Introduction to Cyclone Shelter Management

Course Overview

The aim of this module is to provide participants with knowledge of cyclone shelter management.

Course Objectives

On completion of this module, participants should have knowledge of:

- the purpose of public cyclone shelters
- the requirements of public cyclone shelters, including accommodation capacity, layout and design
- the effective management of a public cyclone shelter.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours

Module 2 - Working in a Cyclone Shelter

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to work in a cyclone shelter.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the roles and responsibilities of key positions within the shelter management team
- shelter lock-down requirements and technical aspects.

Prerequisites

Queensland Disaster Management Arrangements

Cyclone Shelter Management Module 1 – Introduction to Cyclone Shelter Management

Course Duration

2 hours

Module 3 - Managing a Cyclone Shelter

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to manage a cyclone shelter.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the responsibilities of the Cyclone Shelter Manager position.

Prerequisites

Queensland Disaster Management Arrangements

Cyclone Shelter Management Module 1 – Introduction to Cyclone Shelter Management

Cyclone Shelter Management Module 2 – Working in a Cyclone Shelter

Course Duration

2 hours

Disaster Coordination Centre

Module 1 - Introduction to Disaster Coordination Centres

Course Overview

The aim of this module is to provide participants with knowledge of disaster coordination centres.

Course Objectives

On completion of this module, participants should have knowledge of:

- disaster coordination
- the activities of a disaster coordination centre
- disaster coordination centre roles and functions
- the levels of activation
- information management
- event action planning
- the functions of liaison officers.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

4 hours

Module 2 - Disaster Coordination Centre Functions

Course Overview

This module consists of five functional sub-modules. The aim of these sub-modules is to outline the role and responsibilities of specific capabilities and functions within a disaster coordination centre.

Course Objectives

Sub-Module One – Intelligence

On completion of this sub-module, participants should have knowledge and understanding of:

- the roles and responsibilities of the Intelligence Function
- information and intelligence
- managing information
- the intelligence cycle
- the preparation of a situation report.

Sub-Module Two – Planning

On completion of this sub-module, participants should have knowledge and understanding of:

- the roles and responsibilities of the Planning Function
- developing an event action plan
- timeline planning.

Sub-Module Three – Operations

On completion of this sub-module, participants should have knowledge and understanding of:

- the roles and responsibilities of the Operations Function
- information and record management
- the guiding principles of operations
- the allocation and tracking of tasks.

Sub-Module Four – Logistics

On completion of this sub-module, participants should have knowledge and understanding of:

- the roles and responsibilities of the Logistics Function
- logistics activities and workflow
- logistics good practice.

Sub-Module Five – Public Information

On completion of this sub-module, participants should have knowledge and understanding of:

- the roles and responsibilities of the Public Information Function
- stakeholder identification
- tactics and tools
- managing media and organising press conferences.

Prerequisites

Queensland Disaster Management Arrangements

Disaster Coordination Centre Module 1 – Introduction to Disaster Coordination Centres

Course Duration

5 hours

Module 3 - Managing a Disaster Coordination Centre

Course Overview

The aim of this module is to provide participants with knowledge and understanding of the establishment and management of a disaster coordination centre.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- coordination centre location and alternative sites
- coordination centre layouts, functionality, resources and equipment
- activating and deactivating a disaster coordination centre
- centre management and staff management and welfare.

Prerequisites

Queensland Disaster Management Arrangements

Disaster Coordination Centre Module 1 - Introduction to Disaster Coordination Centres

Course Duration

3 hours

Module 4 - Briefing and Debriefing

Course Overview

The aim of this module is to provide participants with knowledge and understanding of briefing and debriefing within the context of disaster coordination centres.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the briefing process
- the handover/takeover process
- the debriefing process
- evaluation through debriefing.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours

Note:

This module is currently included within the Disaster Coordination Centre course. This module is also available for delivery as a stand-alone module for application in other contexts.

Evacuation

Module 1 - Introduction to Evacuation

Course Overview

The aim of this module is to provide participants with knowledge of evacuation.

Course Objectives

On completion of this module, participants should have knowledge of:

- the context of evacuation
- the five stages of evacuation
- the process for authority to evacuate.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

1 hour 30 minutes

Module 2 - Evacuation Planning

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to undertake evacuation planning.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the processes for identification of hazards
- the requirements for mapping exposed areas
- the considerations for the decision to evacuate
- the warning processes
- the processes for withdrawal
- the requirement for shelter
- the considerations for return
- the process for the development of an evacuation strategy.

Prerequisites

Queensland Disaster Management Arrangements

Evacuation Module 1 – Introduction to Evacuation

Course Duration

4 hours

Evacuation Centre Management

Module 1 - Introduction to Evacuation Centre Management

Course Overview

The aim of this module is to provide participants with knowledge of evacuation centre management.

Course Objectives

On completion of this module, participants should have knowledge of:

- the purpose and function of an evacuation centre
- the requirements for an evacuation centre
- the roles and responsibilities in an evacuation centre
- the considerations for effective centre management.

Prerequisites

Queensland Disaster Management Arrangements – for key stakeholder roles

Course Duration

2 hours 15 minutes

Module 2 - Working in an Evacuation Centre

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to work in an evacuation centre.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the roles and responsibilities of key positions within the Evacuation Centre Team
- the key responsibilities and tasks within an evacuation centre.

Prerequisites

Queensland Disaster Management Arrangements – for key stakeholder roles

Evacuation Centre Management Module 1 – Introduction to Evacuation Centre Management

Course Duration

1 hour 30 minutes

Module 3 - Managing an Evacuation Centre

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to manage an evacuation centre.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the responsibilities of the Evacuation Centre Manager
- the responsibilities of the Evacuation Centre Deputy Manager.

Prerequisites

Queensland Disaster Management Arrangements – for key stakeholder roles

Evacuation Centre Management Module 1 – Introduction to Evacuation Centre Management

Evacuation Centre Management Module 2 – Working in an Evacuation Centre Management

Course Duration

1 hour 15 minutes

Disaster Funding Arrangements

Module 1 – Introduction to Disaster Funding Arrangements

Course Overview

The aim of this module is to provide participants with knowledge of disaster funding arrangements.

Course Objectives

On completion of this module, participants should have knowledge of:

- the State Disaster Relief Arrangements
- the Disaster Recovery Funding Arrangements.

Prerequisites

Queensland Disaster Management Arrangements – for key stakeholder roles

Course Duration

1-2 hours

Module 2 – Working with Disaster Funding Arrangements

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to work with, provide advice on and prepare documents for disaster funding arrangements.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- criteria and eligibility relating to Disaster Recovery Funding Arrangements categories
- application documentation and record keeping for Disaster Recovery Funding Arrangements.

Prerequisites

Queensland Disaster Management Arrangements – for key stakeholder roles

Disaster Funding Arrangements Module 1 – Introduction to Disaster Funding Arrangements

Course Duration

1-2 hours

Resupply

Module 1 – Introduction to Resupply

Course Overview

The aim of this module is to provide participants with knowledge of resupply operations.

Course Objectives

On completion of this module, participants should have knowledge of:

- the aim of resupply
- the three types of resupply
- the types of goods deemed essentials for resupply
- agency responsibilities.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

1 hour

Module 2 – Working in Resupply Operations

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to undertake resupply operations.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- the processes involved in undertaking resupply operations.

Prerequisites

Queensland Disaster Management Arrangements

Resupply Module 1 – Introduction to Resupply

Course Duration

1 hour 30 minutes

Recovery

Module 1 – Introduction to Recovery

Course Overview

The aim of this module is to provide participants with knowledge of disaster recovery.

Course Objectives

On completion of this module, participants should have knowledge of:

- the principles of recovery
- the five functions of recovery
- the State, district and local arrangements for recovery.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

2 hours 30 minutes

Module 2 – Working in Recovery

Course Overview

The aim of this module is to provide participants with the knowledge and understanding to undertake recovery preparedness, planning and operations.

Course Objectives

On completion of this module, participants should have knowledge and understanding of:

- recovery planning
- the levels of activation for recovery
- the phases of recovery operations.

Prerequisites

Queensland Disaster Management Arrangements

Recovery Module 1 – Introduction to Recovery

Course Duration

2 hours 45 minutes

Operational Leadership and Crisis Management

Course Overview

The Operational Leadership and Crisis Management subject on the Queensland Disaster Management Training Framework is delivered through a one day Masterclass format.

Masterclass sessions within the theme of Operational Leadership and Crisis Management are designed to develop and enhance capability and build on the knowledge and understanding developed through participation in other Queensland Disaster Management Training Framework courses.

Masterclass sessions are designed by the Queensland Polce Service for delivery by subject experts in the topic area. Masterclass sessions will be provided periodically and will be advertised to key disaster management stakeholders within the target audience, as relevant to the specific Masterclass topic.

Course Objectives

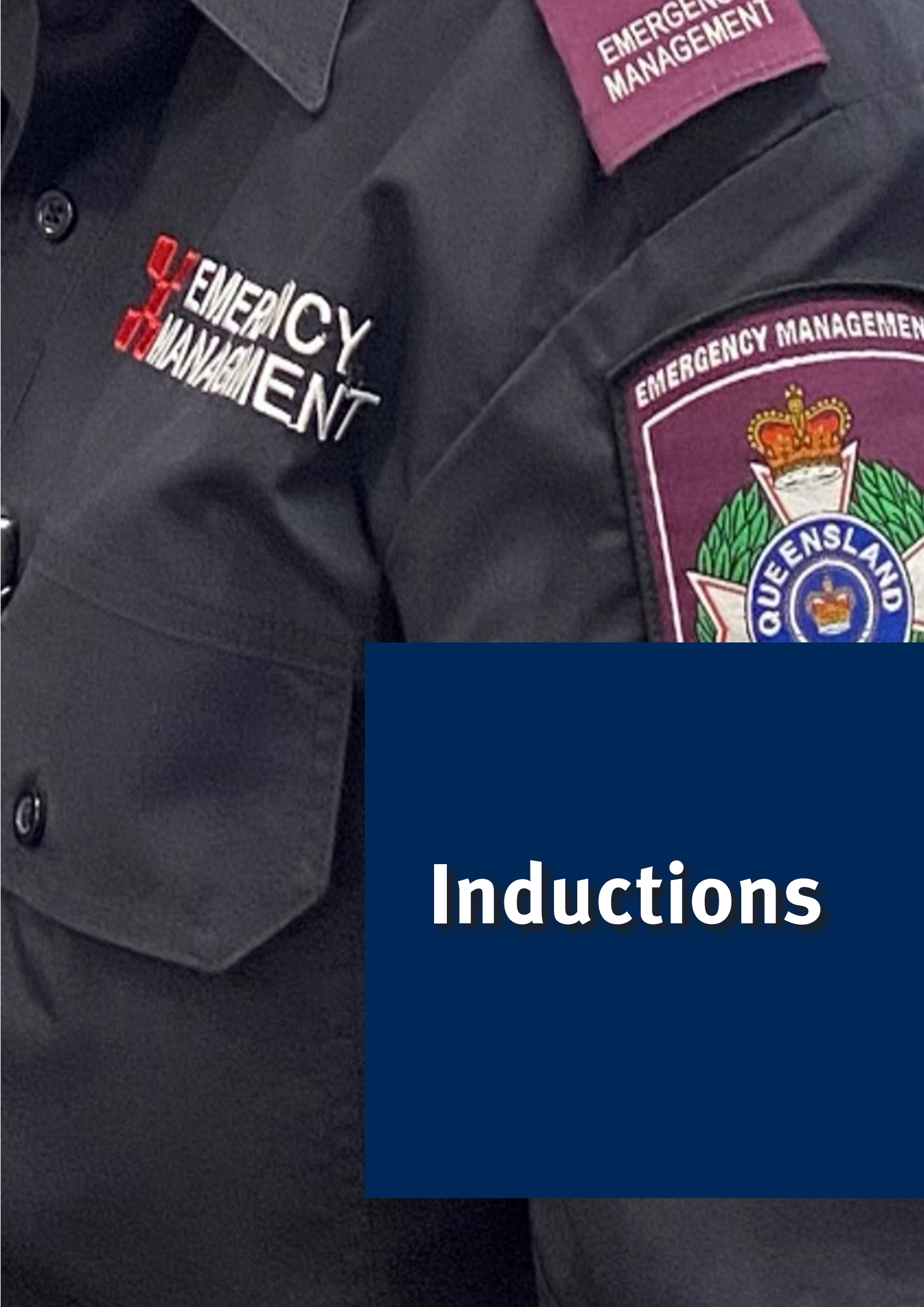
Masterclass objectives will be articulated specific to each topic. Broadly, all Masterclass topics are designed to develop and enhance disaster management capability associated with operational leadership and crisis management.

Prerequisites

Queensland Disaster Management Arrangements

Course Duration

1 day



Inductions

Inductions

The Queensland Disaster Management Training Framework includes separate inductions for disaster management groups and positions within the disaster management arrangements.

The inductions have been developed in a format which prompts the inductee to refer to other relevant reference materials. This methodology encourages the inductee to familiarise themselves with doctrine which will support their role within the arrangements.

Certification

A Disaster Management Training Certification Form has been developed for each induction, to be completed by the inductee and trainer.

The trainer is to provide the completed certification forms to the Queensland Police Service within seven (7) days of the induction.

The Queensland Police Service will then record the completion of the induction on the Disaster Management Learning Management System.

Completion of Prerequisite

The Queensland Disaster Management Arrangements course is a prerequisite for all inductions in the Queensland Disaster Management Training Framework.

It is recognised that the timing of scheduled Queensland Disaster Management Arrangements course may not align with the requirement for a stakeholder to undertake an induction. Therefore, where it is not possible to schedule Queensland Disaster Management Arrangements training prior to the induction, the induction can proceed on the understanding that the Queensland Disaster Management Arrangements course will be undertaken as soon as possible.

Assessment

There is no formal assessment for inductions on the Queensland Disaster Management Training Framework. Participants are required to complete and sign a Disaster Management Training Certification form confirming that they understand the induction objectives and can apply that knowledge to their stakeholder role.

Delivery

The officer responsible for the conduct of each induction is determined by the role and responsibility of their position. There is no requirement for the officer delivering the induction to be an approved trainer.

Responsible Officers

Officers who will be responsible for the conduct of each of the inductions are:

Induction	**Responsible Officer**
Local Disaster Coordinator	Queensland Police Service, Emergency Management Coordinator.
Local Disaster Management Group Member	Local Disaster Coordinator supported by Queensland Police Service, Emergency Management Coordinator.
Local Recovery Coordinator	Local Disaster Coordinator supported by Queensland Police Service, Emergency Management Coordinator.
District Disaster Coordinator *Newly appointed District Disaster Coordinator* *Existing District Disaster Coordinator relocated to new district*	 A member of the Disaster Management Unit, Queensland Police Service, supported by District Disaster Management Group Executive Officer and Queensland Police Service, Emergency Management Coordinator (as required). District Disaster Management Group Executive Officer supported by Queensland Police Service, Emergency Management Coordinator (as required).
District Disaster Management Group Member	District Disaster Coordinator or District Disaster Management Group Executive Officer supported by Queensland Police Service, Emergency Management Coordinator (as required).
State Disaster Coordinator	Executive Officer, Queensland Disaster Management Committee.
Queensland Disaster Management Committee Member	Executive Officer, Queensland Disaster Management Committee, supported by the Queensland Disaster Management Committee Secretariat.
State Recovery Coordinator	State Recovery Policy and Planning Coordinator.
State Disaster Coordination Group Member	State Disaster Coordination Group Secretariat.

Local Level

Local Disaster Coordinator Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of the legislated functions of Local Disaster Coordinators.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- the Local Disaster Coordinator functions
- the levels of activation for a Local Disaster Management Group
- the pathways and types of information coordinated by the Local Disaster Coordinator.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

Local Disaster Coordinators

Local Disaster Management Group Member Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of their roles and responsibilities as Local Disaster Management Group members.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- Local Disaster Management Group members, contacts, structure and meeting arrangements
- Local Disaster Management Group functions and member responsibilities
- Local Disaster Coordination Centre(s), location and purpose
- the Local Disaster Management Plan
- local hazards and associated risks.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

All members of Local Disaster Management Groups

Local Recovery Coordinator Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of the functions of Local Recovery Coordinators.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- the role and functions of a Local Recovery Coordinator
- the processes for the appointment of the Local Recovery Coordinator
- the key relationships in the disaster managements arrangements.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

Local Recovery Coordinators

District Level

District Disaster Coordinator Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of the legislated functions of District Disaster Coordinators.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- District Disaster Coordinator, Chair, Deputy Chair and Executive Officer functions, roles and responsibilities
- functions and/or responsibilities of functional and supporting committees
- District Disaster Coordinator's range of powers and authorisation of powers to others
- District Disaster Coordinator's role in the declaration of disasters
- District Disaster Coordination Centre location and purpose
- the District Disaster Management Plan.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

District Disaster Coordinators

District Disaster Management Group Member Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of their role and responsibilities as District Disaster Management Group members.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- District Disaster Management Group members, contacts, structure and meeting arrangements
- District Disaster Management Group functions and member responsibilities
- District Disaster Coordination Centre(s) location and purpose
- District Disaster Management Plan
- disaster district hazards and associated risks.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

All members of District Disaster Management Groups

State Level

State Disaster Coordinator Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of the legislated functions of the State Disaster Coordinator.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- the role and responsibilities of the State Disaster Coordinator
- key relationships and reporting arrangements in the disaster management arrangements.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

State Disaster Coordinator

Queensland Disaster Management Committee Member Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of their role and responsibilities as members of the Queensland Disaster Management Committee.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- the Queensland Disaster Management Committee structure, meeting arrangements and supporting committees
- the State Disaster Management Plan.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

All members of the Queensland Disaster Management Committee

State Recovery Coordinator Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of the legislated functions of the State Recovery Coordinator.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- the role and responsibilities of the State Recovery Coordinator
- the importance of community-led recovery
- key relationships and reporting arrangements of the State Recovery Coordinator.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

State Recovery Coordinator elect

State Disaster Coordination Group Member Induction

Induction Overview

The aim of this induction is to provide participants with the knowledge of their role and responsibilities as members of the State Disaster Coordination Group.

Induction Objectives

On completion of this induction, participants should have knowledge of:

- the State Disaster Coordination Group Terms of Reference
- the State Disaster Coordination Group functions and member roles and responsibilities.

Prerequisites

Queensland Disaster Management Arrangements

Target Audience

All members of the State Disaster Coordination Group

Stakeholders

Local Level

Local Disaster Coordinator

The Local Disaster Coordinator is appointed in accordance with s35 of the *Disaster Management Act 2003*.

Functions

In accordance with s36 of the *Disaster Management Act 2003*, the functions of the Local Disaster Coordinator are:

a) to coordinate disaster operations for the local group

b) to report regularly to the local group about disaster operations

c) to ensure, as far as is practicable, that any strategic decisions of the local group about disaster operations are implemented.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements	Business Continuity Planning – Module 1
Disaster Management Planning – Module 1	Exercise Management – Module 1
Emergency Risk Management – Module 1	Community Engagement – Module 1
Lessons Management – Module 1	Warnings and Alerts – Module 2
Warnings and Alerts – Module 1	Cyclone Shelter Management – Module 1
Disaster Coordination Centre – Module 1	Disaster Coordination Centre – Modules 2, 3 & 4
Evacuation – Module 1	Evacuation – Module 2
Disaster Funding Arrangements – Module 1	Evacuation Centre Management – Module 1
	Disaster Funding Arrangements – Module 2
Local Disaster Coordinator Induction	Resupply – Modules 1 & 2
	Recovery – Modules 1 & 2

Chair, Local Disaster Management Group

The Chair of the Local Disaster Management Group is appointed in accordance with s34 of the *Disaster Management Act 2003*.

Functions

In accordance with s34A of the *Disaster Management Act 2003,* the Local Disaster Management Group Chair has the following functions:

a) to manage and coordinate the business of the group

b) to ensure, as far as practicable, that the group performs its functions

c) to report regularly to the relevant district group, and the police commissioner, about the performance by the local group of its functions.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Funding Arrangements – Module 1 Local Disaster Management Group Member Induction	Business Continuity Planning – Module 1 Disaster Management Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Warnings and Alerts – Module 1 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Module 1 Evacuation – Module 1 Evacuation Centre Management – Module 1 Resupply – Module 1 Recovery – Module 1

Deputy Chair, Local Disaster Management Group

The Deputy Chair of the Local Disaster Management Group is appointed in accordance with s34 of the *Disaster Management Act 2003*.

Functions

The Local Disaster Management Group Deputy Chair supports the Local Disaster Management Group Chair in the performance of their duties and, in the absence of the Chair, performs the functions of the Chair.

Learning Pathway

The Learning Pathway for the Deputy Chair is as per the Chair, Local Disaster Management Group.

Member, Local Disaster Management Group

Members of the Local Disaster Management Group are appointed in accordance with s33 of the *Disaster Management Act 2003*.

Functions

Members of the Local Disaster Management Group contribute to the performance of the functions of the Local Disaster Management Group as outlined in s30 of the *Disaster Management Act 2003*.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Management Planning – Module 1 Local Disaster Management Group Member Induction	Business Continuity Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Warnings and Alerts – Module 1 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Module 1 Evacuation – Modules 1 & 2 Evacuation Centre Management – Module 1 Disaster Funding Arrangements – Module 1 Resupply – Module 1 Recovery – Module 1

Advisor, Local Disaster Management Group

Advisors to a Local Disaster Management Group are appointed by the Local Disaster Management Group, as appropriate to their industry or agency and expertise.

Learning Pathway

The learning pathway for an Advisor, Local Disaster Management Group is as determined by the Local Disaster Management Group and documented in the Local Disaster Management Plan.

As a minimum, the learning pathway will include the Queensland Disaster Management Arrangements course.

Local Recovery Coordinator

The Local Recovery Coordinator is appointed by the Chair of the Local Disaster Management Group.

Functions

The Queensland Recovery Plan, outlines the indicative role of the Local Recovery Coordinator which includes, but is not limited to:

- liaise with functional lead agency representatives at the local and district levels
- work with identified agencies and the community to develop the specific operational recovery strategy and plans
- coordinate the community recovery from the disaster.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Management Planning – Module 1 Lessons Management – Module 1 Disaster Funding Arrangements – Module 1 Recovery – Modules 1 & 2 Local Recovery Coordinator Induction	Business Continuity Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Community Engagement – Module 1 Disaster Coordination Centre – Modules 1 & 4 Evacuation Centre Management – Modules 1, 2 & 3 Disaster Funding Arrangements – Module 2

Member, Local Recovery Group

The Local Recovery Group is established during operations to ensure recovery operations are implemented effectively.

Functions

There are no legislated functions for Local Recovery Group members. However, in accordance with the Queensland Recovery Plan, the local recovery group works with recovery functional lead agencies to coordinate recovery operations.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Recovery – Modules 1 & 2	Business Continuity Planning – Module 1 Disaster Management Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Disaster Funding Arrangements – Module 1

Local Disaster Coordination Centre Staff

Local Disaster Coordination Centres operationalise Local Disaster Management Group decisions, as well as plan and implement strategies and activities on behalf of the Local Disaster Management Group during disaster operations.

The Local Disaster Coordination Centre should have the capability to coordinate local resources and information, and pass information and requests to the District Disaster Coordination Centre. The Local Disaster Coordination Centre will request support from the District level if local resources are not available or are exhausted.

The Local Disaster Coordination Centre is managed by local government and will normally be staffed by local government employees supported by agency liaison officers from local government, local emergency services and non-government organisations, as appropriate to the local area.

Functions

There are no legislated functions for Local Disaster Coordination Centre staff. However, staff must be trained to undertake relevant roles and responsibilities for the efficient operation of the Local Disaster Coordination Centre.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Coordination Centre – Modules 1 & 2 (applicable Sub-Module)	Exercise Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Modules 1 & 2 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Modules 3 & 4 Evacuation – Modules 1 & 2 Evacuation Centre Management – Module 1 Disaster Funding Arrangements – Modules 1 & 2 Resupply – Modules 1 & 2

Local Disaster Coordination Centre Liaison Officer

Local Disaster Coordination Centre liaison officers provide an important information and coordination connection between their agency and the Local Disaster Coordination Centre. Liaison officers are appointed by their agency.

Functions

There are no legislated functions for Local Disaster Coordination Centre liaison officers. However, liaison officers must be trained to undertake relevant responsibilities to ensure efficient liaison between the Local Disaster Coordination Centre and their agency.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Coordination Centre – Module 1	Exercise Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Module 1 Disaster Coordination Centre – Modules 2 & 4 Evacuation – Module 1 Disaster Funding Arrangements – Module 1 Resupply – Modules 1 & 2 Recovery – Module 1

Local Government Disaster Management Officer

Many local governments across Queensland have staff dedicated to supporting disaster management responsibilities. Where they exist, these officers perform a criticial role in supporting the key disaster management roles at the local level.

Learning Pathway

Local governments are encouraged to design a learning pathway for these officers and document these training requirements as appropriate.

As a minimum, the learning pathway will include the Queensland Disaster Management Arrangements course.

The role of Local Government Disaster Management Officer has been included as a role within the Disaster Management Learning Management System to support local government in performing training needs analysis reporting on these officers.

District Level

Chair, District Disaster Management Group and District Disaster Coordinator

The Chair of the District Disaster Management Group is appointed in accordance with s25 of the *Disaster Management Act 2003*. In accordance with s25A of the *Disaster Management Act 2003* the Chair of the District Disaster Management Group is also the District Disaster Coordinator.

Functions

In accordance with s26 of the *Disaster Management Act 2003,* the Chair of the District Disaster Management Group has the following functions:

a) to manage and coordinate the business of the group

a) to ensure, as far as practicable, that the group performs its functions

b) to report regularly to the State group about the performance by the district group of its functions.

In accordance with s26A of the *Disaster Management Act 2003,* the function of the District Disaster Coordinator is to coordinate disaster operations in the disaster district for the group.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Management Planning – Module 1 Emergency Risk Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Module 1 Evacuation – Modules 1 & 2 Disaster Funding Arrangements – Module 1 Recovery – Module 1 District Disaster Coordinator Induction	Business Continuity Planning – Module 1 Exercise Management – Module 1 Community Engagement – Module 1 Warnings and Alerts – Module 2 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Modules 1, 2, 3 & 4 Evacuation Centre Management – Module 1 Disaster Funding Arrangements – Module 2 Resupply – Modules 1 & 2 Recovery – Module 2

Deputy Chair, District Disaster Management Group

The Deputy Chair of a District Disaster Management Group is appointed in accordance with s25 of the *Disaster Management Act 2003*.

Functions

The Deputy Chair would support the Chair in the performance of their duties and, in the absence of the Chair, perform the functions of the Chair.

Learning Pathway

The Learning Pathway for the Deputy Chair is as per the Chair, District Disaster Management Group.

Executive Officer, District Disaster Management Group

The Executive Officer of a District Disaster Management Group is appointed in accordance with s27 of the *Disaster Management Act 2003*.

Functions

In accordance with s28 of the *Disaster Management Act 2003*, the function of the Executive Officer of the District Disaster Management Group is to support the group in the performance of its functions, as directed by the Chair of the District Disaster Management Group.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Business Continuity Planning – Module 1 Disaster Management Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Warnings and Alerts – Modules 1 & 2 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Modules 1, 2, 3 & 4 Evacuation – Modules 1 & 2 Evacuation Centre Management – Module 1 Disaster Funding Arrangements – Modules 1 & 2 Resupply – Modules 1 & 2 Recovery – Modules 1 & 2 District Disaster Management Group Member Induction	Cyclone Shelter Management – Modules 2 & 3 Evacuation Centre Management – Modules 2 & 3

Member, District Disaster Management Group

Members of a District Disaster Management Group are appointed in accordance with s24 of the *Disaster Management Act 2003*.

Functions

Members of the District Disaster Management Group will contribute to the performance of the functions of the District Disaster Management Group as outlined in s23 of the *Disaster Management Act 2003*.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Management Planning – Module 1 District Disaster Management Group Member Induction	Business Continuity Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Module 1 Evacuation – Module 1 Disaster Funding Arrangements – Module 1 Recovery – Modules 1 & 2

Advisor, District Disaster Management Group

Advisors to a District Disaster Management Group are appointed by the District Disaster Management Group, as appropriate to their industry or agency and expertise.

Learning Pathway

The learning pathway for an Advisor, District Disaster Management Group is as determined by the District Disaster Management Group and documented in the District Disaster Management Plan.

As a minimum, the learning pathway will include the Queensland Disaster Management Arrangements course.

District Disaster Coordination Centre Staff

District Disaster Coordination Centres are established to support the District Disaster Management Group in the provision of State level support to local governments. They provide prompt and relevant information to both Local Disaster Coordination Centres and to the State Disaster Coordination Centre on disaster events occurring within their disaster district.

The District Disaster Coordination Centre coordinates the collection and dissemination of information to the State Disaster Coordination Centre and relevant Local Disaster Coordination Centres. The District Disaster Coordination Centre will implement decisions of the District Disaster Coordinator and coordinates State and Australian government resources in support of the disaster affected community.

The District Disaster Coordination Centre is managed by the Queensland Police Service and will normally be staffed by Queensland Police Service employees supported by agency liaison officers from State Government and non-government organisations, as appropriate to the district.

Functions

There are no legislated functions for this position. However, staff must be trained to undertake relevant roles and responsibilities for the efficient operation of the District Disaster Coordination Centre.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Coordination Centre – Modules 1 & 2 (applicable Sub-Module)	Exercise Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Modules 1 & 2 Disaster Coordination Centre – Modules 3 & 4 Evacuation – Module 1 Disaster Funding Arrangements – Modules 1 & 2 Resupply – Module 1

District Disaster Coordination Centre Liaison Officer

The District Disaster Coordination Centre liaison officers provide an important information and coordination connection between their agency and the District Disaster Coordination Centre. Liaison officers are appointed by their agency.

Functions

There are no legislated functions for District Disaster Coordination Centre liaison officers. However, liaison officers must be trained to undertake relevant responsibilities to ensure efficient liaison between the District Disaster Coordination Centre and their agency.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Coordination Centre – Module 1	Exercise Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Module 1 Disaster Coordination Centre – Modules 2 & 4 Evacuation – Module 1 Disaster Funding Arrangements – Module 1 Recovery – Module 1

State Level

State Disaster Coordinator

The State Disaster Coordinator is appointed in accordance with s21B of the *Disaster Management Act 2003*.

Functions

In accordance with s21C of the *Disaster Management Act 2003*, the State Disaster Coordinator has the following functions:

a) to coordinate disaster response operations for the State group

b) to report regularly to the State group about disaster response operations

c) to ensure, as far as reasonably practicable, that any strategic decisions of the State group about disaster response operations are implemented

d) to provide strategic advice on disaster response operations to district disaster coordinators.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements State Disaster Coordinator Induction	Business Continuity Planning – Module 1 Disaster Management Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Warnings and Alerts – Module 1 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Module 1 Evacuation – Module 1 Evacuation Centre Management – Module 1 Disaster Funding Arrangements – Module 1 Resupply – Module 1 Recovery – Module 1

Chair, Queensland Disaster Management Committee

The Chair of the Queensland Disaster Management Committee is appointed in accordance with s20 of the *Disaster Management Act 2003*.

Functions

In accordance with s20A of the *Disaster Management Act 2003,* the Chair of the Queensland Disaster Management Committee has the following functions:

a) to manage and coordinate the business of the group

b) to ensure, as far as practicable, that the group performs its functions.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Queensland Disaster Management Committee Member Induction	

Deputy Chair, Queensland Disaster Management Committee

The Deputy Chair of the Queensland Disaster Management Committee is appointed in accordance with s20 of the *Disaster Management Act 2003*.

Functions

In accordance with s20 of the *Disaster Management Act 2003,* the Deputy Chair is to act as the Chair during a vacancy in the office of the Chair and during all periods when the Chair is absent from duty and cannot perform the functions of the position.

Learning Pathway

The Learning Pathway for the Deputy Chair is as per the Chair, Queensland Disaster Management Committee.

Member, Queensland Disaster Management Committee

Members of the Queensland Disaster Management Group are appointed in accordance with s19 of the *Disaster Management Act 2003*.

Functions

Standing members and officials of the Queensland Disaster Management Committee will contribute to the performance of the functions of the Queensland Disaster Management Committee as outlined in s18 of the *Disaster Management Act 2003*.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Queensland Disaster Management Committee Member Induction	

State Recovery Coordinator

The State Recovery Coordinator is appointed in accordance with s21D of the *Disaster Management Act 2003*.

Functions

In accordance with s21E of the *Disaster Management Act 2003*, the State Recovery Coordinator has the following functions:

a) to coordinate disaster recovery operations for the State group

b) to report regularly to the State group about disaster recovery operations

c) to ensure, as far as reasonably practicable, that any strategic decisions of the State group about disaster recovery operations are implemented

d) to provide strategic advice on disaster recovery operations to government agencies performing disaster recovery operations.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Funding Arrangements – Module 1 Recovery – Module 1 State Recovery Coordinator Induction	Lessons Management – Module 1 Community Engagement – Module 1

Member, Functional Recovery Group(s)

In accordance with the State Disaster Management Plan, five CEO-led Functional Recovery Groups lead and coordinate the planning and implementation of whole-of-government recovery from significant disaster events. A Functional Recovery Group(s) Member is appointed as appropriate to their agency's role in the five recovery functions of Human and Social Recovery; Economic Recovery; Environmental Recovery; Building Recovery and Roads and Transport Recovery.

Functions

There are no legislated functions for Functional Recovery Group(s) Members. However, they would support their agency in leading and coordinating the planning and implementation of the State's whole-of-community recovery activities as appropriate to their agency responsibilities.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Recovery – Module 1	Business Continuity Planning – Module 1 Emergency Risk Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Disaster Funding Arrangements – Module 1 Recovery – Module 2

State Disaster Coordination Centre Staff

The State Disaster Coordination Centre is a permanent facility staffed by Queensland Police Service Watch Desk personnel on a 24/7 basis. When activated the State Disaster Coordination Centre draws on personnel from the broader Queensland Police Service, the Queensland Fire Department and other state government agencies. The State Disaster Coordination Centre is further supplemented by Agency Representatives from whole-of-government and/or non-government organisations as required by the specific event.

The purpose of the State Disaster Coordination Centre is to provide a single coordination point for state level whole-of-government operational response capabilities through strong engagement and leadership supported by contemporary processes and systems. When activated, the State Disaster Coordination Centre serves as an operational venue for the State Disaster Coordinator and the State Disaster Coordination Group with the operations of the State Disaster Coordination Centre led by the Command capability.

In addition to the learning pathway outlined on the Queensland Disaster Management Training Framework, the State Disaster Coordination Centre workforce undertakes specific training to develop the capability based system. This training is consolidated with exercises and annual refresher, skills maintenance training.

Functions

There are no legislated functions for State Disaster Coordination Centre staff. However, staff must be trained to undertake relevant roles and responsibilities for the efficient operation of the State Disaster Coordination Centre.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Coordination Centre – Modules 1 & 2 (applicable Sub-Module)	Disaster Management Planning – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Warnings and Alerts – Module 1 Disaster Coordination Centre – Modules 3 & 4 Evacuation – Modules 1 & 2 Disaster Funding Arrangements – Modules 1 & 2

State Disaster Coordination Centre Agency Representative

The State Disaster Coordination Centre Agency Representatives provide an important information and coordination connection between their agency and the State Disaster Coordination Centre. Agency Representatives are appointed by their agency.

Functions

There are no legislated functions for State Disaster Coordination Centre Agency Representatives. However, they must be trained to undertake relevant responsibilities to ensure efficient liaison between the State Disaster Coordination Centre and their agency.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements Disaster Coordination Centre – Module 1	Exercise Management – Module 1 Lessons Management – Module 1 Disaster Coordination Centre – Modules 2 & 4

Member, State Disaster Coordination Group

Membership of the State Disaster Coordination Group is comprised of representatives from government and non-government agencies, at a senior level, that have a significant role in disaster management.

Functions

Members of the State Disaster Coordination Group will contribute to the performance of the functions of the State Disaster Coordination Group as outlined in Terms of Reference of the State Disaster Coordination Group.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements State Disaster Coordination Group Member Induction	Disaster Management Planning – Module 1 Exercise Management – Module 1 Lessons Management – Module 1

Office of the Inspector-General of Emergency Management

The Office of the Inspector-General of Emergency Management is established in accordance with s16B of the *Disaster Management Act 2003*.

Functions

The Office of the Inspector-General of Emergency Management is responsible for the performance of the functions as outlined in s16C of the *Disaster Management Act 2003*.

Learning Pathway

Mandatory Training	Needs Based Training
Queensland Disaster Management Arrangements	Business Continuity Planning – Module 1 Disaster Management Planning – Module 1 Emergency Risk Management – Module 1 Exercise Management – Module 1 Lessons Management – Module 1 Community Engagement – Module 1 Warnings and Alerts – Module 1 Cyclone Shelter Management – Module 1 Disaster Coordination Centre – Module 1 Evacuation – Module 1 Evacuation Centre Management – Module 1 Disaster Funding Arrangements – Module 1 Resupply – Module 1 Recovery – Module 1